



STEP BY STEP INSTRUCTIONS for ARRA Quarterly Reports due October 14, 2011 SUBGRANTING AGENCIES ONLY



Reporting period opens Saturday, October 1 and closes Friday, October 14 at midnight, EST

STEP 1 – CONFIRM CCR/DUNS REGISTRATIONS ARE CURRENT:

An expired CCR registration will prevent you from submitting your report, so check your status before the reporting period begins. To do so, go to www.ccr.gov, and click on “CCR Search” at the top of the page. Input your DUNS number. Check your “Current Registration Status.” Likewise, for DUNS, go to www.dnb.com, click on “Advanced Search” in the blue “Find a Company” box on the right, and input your DUNS number. If your organization does not appear in association with the DUNS, it may mean that your number has been flagged as inactive. For assistance, contact D&B at 866-705-5711.

STEP 2 – COPY FORWARD PREVIOUS REPORT:

(Please use this method if you are not reporting via a central state office)

Log into FederalReporting.gov. Click the “Prime Recipient” link in the “Quick Links” box. On the next screen, the search filters default to the current reporting quarter. To access your previous report, change the Quarter to 1. Click “Search.”

Your report for 2011 Q2 (submitted in July) will appear. Click on the award number to open the report.

My Reports - Prime Recipient View

Search Filters

Award Type: All | Award Number: | DUNS Number: |

Calendar Year: 2011 | Quarter: 1 | Report Status: All | Review Status: All

Awarding Agency Code: | CFDA Number: | Govt Contracting Office Code: |

Search | Search Tips

Search Results

14 reports found, displaying 6 to 10. | Search Results Legend | [First/Prev] 1 2 3 [Next/Last]

Award Type	Prime Award # / Order #	Prime DUNS #	Status
G	primegrant01142010-158a	1325114	...

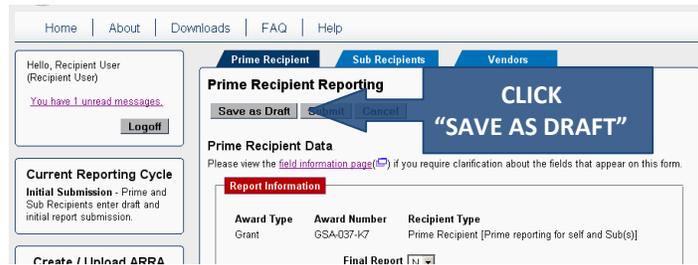
CHANGE THE QUARTER FROM "3" TO "2" TO ACCESS YOUR PREVIOUS REPORT

CLICK ON AWARD NUMBER TO OPEN PREVIOUS REPORT

DO NOT MAKE ANY CHANGES AT THIS POINT. Just click “Copy Forward.”

You will be asked: “Are you sure you want to leave this report?” Click “Yes.” (This does not mean you will lose any data from your old report.) Click “OK” to continue to the Copy Report Forward page. In the “Copy To” box, the award information has been pre-populated. Do not change this information. Select “Yes” to answer “Is this a continuation of a July 2011 report?”

Click “Confirm Copy.” **BEFORE YOU MAKE ANY EDITS**, click “Save as Draft.”



You are now ready to edit your report.

STEP 3 – EDIT CURRENT REPORT:

Click on “Prime Recipient” in the “Quick Links” box again. On the “My Reports – Prime Recipient View” screen, your draft 2011 Q3 report will appear. Click on the award number to open the report. Edit only the fields that may have changed. Do not edit fields marked in gray below.

Report Information	
Prime Award Number	Carried forward from previous report.
Prime DUNS	Carried forward from previous report.
Award Type	Carried forward from previous report.
Recipient Type	Carried forward from previous report.
Final Report	If this is your Final Quarterly Report (see criteria on page 1), you must change this from the default "No" to "Yes."

Award Recipient Information	
All information carried forward from previous report.	

Project/Award Information	
All coding carried forward from previous report.	
Sub-awards to Individuals	Enter "0." Unallowable for NEA awards.
Payments to Vendors less than \$25,000/award	CALL US if you think you may need to report here, as we don't expect this to be used for our grants.
Number of Sub-awards less than \$25,000/award	Enter the number of Sub-awards of <u>\$24,999 or less</u> that you've made SINCE THE START DATE OF YOUR NEA RECOVERY GRANT. Remember, if you report them here, you should not also report them separately on the Sub-recipient tabs, as that will result in double counting.
Amount of Sub-awards less than \$25,000/award	Enter the <u>aggregate amount of Sub-awards of \$24,999 or less</u> . Again, awards reported here should not also be included on the Sub-recipient tabs, as that will result in double counting.

Project Information	
Project Name	Carried forward from previous report.
Quarterly Activities/ Project Description	Describe <u>briefly</u> the activity that has been supported by your award, including subgrants and any positions that were preserved in your own organization (as approved in your application and any amendments). <u>Example 1:</u> During the quarter, partial or full salary support preserved a total of 3 jobs in our state. Ten positions were maintained at 13 organizations. <u>Example 2:</u> All activities were completed in the prior quarter. A final NEA payment request was made in the current reporting period.

Project Status	Select one of the status options. Select "Fully Completed" only if you have received and expended all grant funds prior to the close of the quarter AND if all subgrantees have closed out their awards with you.
Total Federal ARRA Funds Received/Invoiced	Report the <u>cumulative</u> total of NEA federal grant funds received and/or requested up through September 30. If you will submit a payment request on October 1 or after, do not report those funds here.
Number of Jobs	Report the "Number of Jobs" supported by your NEA grant as expressed in terms of a "Full Time Equivalent." See Step 4 for details.
Description of Jobs Created/Preserved	Confirm the number and type of jobs that were preserved (identified as Artistic, Administrative, Educational, or Technical). If all activities were completed in the prior quarter, note that here.
Activity Codes	Carried forward from previous report.
Total Federal Amount of ARRA Expenditure	Report the <u>cumulative</u> amount of grant money that you have spent through September 30. This may be different than the amount received, depending on whether you are on a cash or accrual accounting basis. Generally, if you have advanced your own agency's money you would count it as expended <u>only</u> if you have an accounting policy that defines this as an accrued Federal expense. The amount expended cannot exceed the amount of your award. <u>Example 1:</u> You spent \$130,000 up through September 30, and requested \$20,000 in late September, which will be spent in October. Report only expenditures of \$130,000. <u>Example 2:</u> You requested final payment in September for employment activity concluding on or prior to September 30. Report all grant funds as received/spent.
Infrastructure Expenditure	Carried forward from previous report. Should be zero.
Infrastructure Purpose	Carried forward from previous report. Should be blank.

Infrastructure Contact Information

Carried forward from previous report. Should be blank.

Primary Place of Performance

Carried forward from previous report.

Recipient Highly Compensated Officers

Carried forward from previous report. Should be blank.

Click "Save as Draft" to save your report. We recommend saving frequently as the system can time out. When you are ready to submit your report, click "Submit." Disregard any warnings relating to number of jobs, expenditure, or infrastructure. Input your FRPIN number. You will receive an e-mail confirming your submission. *(Make sure the e-mail confirms your Initial Submission, not that you have saved a Draft.)*

STEP 4 – DOUBLE CHECK NUMBER OF JOBS:

The "Number of Jobs" field reflects employment activity that has been supported by your grant between July 1 and September 30, expressed as a Full Time Equivalent (FTE).

To calculate the FTE:

1. Gather your time and effort reports for the reporting quarter. Make sure you have distinguished how many hours were supported with NEA ARRA funds versus hours that were supported by other funding.
2. Add together all of the hours that were funded with NEA Recovery Act money during that period, regardless of whether or not you have requested or received funds.

3. Divide this number by the total number of hours that a Full Time person would work in the quarter. For most administrative personnel, this is 520 (40 hours/week x 13 weeks). A Part Time employee would generally work 20 hours per week, so 260 for the quarter. If the jobs you are reporting are artistic, you may use the definition of Full Time that is standard for your field or defined by the union. (For example, dancers may consider 31 hours/week as Full Time, or 390 hours for the quarter).

Example 1: Accurately reflect only the hours that were supported by the ARRA funds available during the current reporting quarter. If you had just a small portion of ARRA funding remaining for 2011-Q3, you will have a lower FTE than has been previously reported.

	2010-Q3	2010-Q4	2011-Q1	2011-Q2	2011-Q3
Total Hours Worked	520	520	520	520	520
Grant Funds Used	\$6,000	\$6,000	\$6,000	\$6,000	\$1,000
Hours Supported by Grant	390	390	390	390	65
FTE	.75	.75	.75	.75	.13

Example 2: If all of your sub-awardees' employment activity concluded prior to June 30, 2011 but you didn't request your final ARRA reimbursement until July 2011, your grant did not support any jobs in this reporting quarter. Simply note that in the Quarterly Activities/Project Description section and report 0 FTE in the Number of Jobs section.